

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

S: 25 August

2000

NGB-ARZ-T (600)  
2000

3 August

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2000 Title 10 Active Guard/Reserve (AGR) Sergeant First Class, Staff Sergeant, Sergeant and Specialist Promotion Board Results

1. Reference:

a. Memorandum, NGB-ARZ-HRP-E, 14 February 2000, 2000 Title 10 AGR Enlisted Promotion Board

b. Memorandum, NGB-ARZ-HRP-E, 14 April 2000, Change 1 to Enclosure 4, Policies and Procedures for Title 10 AGR Promotions and Related Actions

2. The 2000 Title 10 AGR SFC, SSG, SGT and SPC boards concluded 19 July, 20 June and 8 June 2000, respectively at Jefferson Plaza 1, Crystal City, and considered eligible soldiers for promotion. The following information is provided:

a. Enclosure #1 - Promotion Board Guidance, SGT - SFC

b. Enclosure #2 - Minority Reports and Voting sheet examples

c. Enclosure #3 - NCOES Request (DA Form 4187) & Pre-execution Checklist

d. Enclosure #4 - Specialist/Sergeant, Staff Sergeant and Sergeant First Class Promotion Lists

3. The boards considered 1 Private First Class, 12 Specialists, 31 Sergeants and 33 Staff Sergeants after which they were ranked highest-to-lowest (highest point total to the lowest) by functional area and MOS.

4. The following are projected promotions according to rank and completion of required NCOES: 1 to Specialist, 9 to Sergeant, 29 to Staff Sergeant and 28 to Sergeant First Class. Thirty nine promotions in the Administrative Career Field, nineteen in the

Operations and Training Career Field, seven in the Logistics Career Field and two in the Recruiting and Retention Career Field.

5. Additional promotion opportunities may become available based upon eligibility and availability. This promotion list will also be utilized to accommodate future unscheduled promotion vacancies as required and be utilized until the 2001 Title 10 Sergeant/Staff Sergeant Promotion List is approved and released. Placement on the list, as well as the order in which soldiers are listed should not be construed as an immediate potential for promotion. Soldiers assigned a sequence number will also be given an approximate effective promotion date. The first scheduled promotion from the 2000 Sergeant/Staff Sergeant Promotion List will be effective 1 October 2000.

6. All applications for NCOES must be received by NGB-ARZ-T not later than 25 August 2000. NCOES school reservations will be based on the soldiers sequence number. Soldiers are encouraged to list three time frames they would prefer to go to school. Soldiers missing the suspense will not given a preference on school dates.

7. Points of contact are:

a. Chief, Enlisted Staff Management, Title 10, SGM RG Halliday, DSN: 327-1405; COMM: 703-607-1405; FAX: -5972; e-mail: robert.halliday@ngb-arng.ngb.army.mil.

b. Enlisted policy, MSG James Petruzzi, DSN: 327-5348; COMM: 703-607-5348; FAX: -5913; e-mail: jim.petruzzi@ngb-arng.ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

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as

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Guidance for 2000 Army National Guard Title 10 Active Guard Reserve  
Sergeant Promotion Board

I General.

a. Consider soldiers for promotion as prescribed by NGR 600-200, chapter I 1, to recommend those required to meet the needs of the Army National Guard in the grade of sergeant.

b. In determining whether soldiers under consideration are qualified for promotion, the board should satisfy itself that these soldiers are qualified professionally and morally, have demonstrated integrity, are physically fit, and are capable of performing duties expected of noncommissioned officers in the grade of sergeant, with increased positions of responsibility for assignment world-wide. Selection is not intended as a reward for past performance, but specifically to recognize soldiers with the best potential.

c. An isolated example of excellence or mediocrity should not be used as a sole determinant for promotion selection or non-selection. However, non-selection may properly be based on a major disciplinary action or significant professional failure such as relief, for cause, demonstrated cowardice, lack of integrity, or moral turpitude.

2. Overall Performance: An evaluation of demonstrated professionalism and potential for future service cannot be measured without a complete and objective review of each individual's entire background. Carefully consider the following areas:

a. Level of responsibility. Soldiers who perform well in their duties have demonstrated promotion potential. A soldier's level of responsibility should be a multiplier in an overall evaluation of performance.

b. Military Education.

(1) Specialists and corporals must be graduates of the Primary Leadership Development Course before they may be promoted to sergeant. A copy of the DA Form 1059 or other documents must be included in the packet. Selectees who are neither graduates of nor enrolled in PLDC must apply within a stated period after announcement of the results of this board. This is a non-waiverable requirement for all enlisted soldiers that became effective 1 October 1992.

(2) Resident Active Component or Reserve Component as well as nonresident completion of any military schools are generally equivalent. While it is recognized that the resident students have enjoyed the professional benefits of seminars, guest speakers, and association with their peers, it should also be recognized that the soldiers who, on their own initiative, have completed nonresident or corresponding studies courses have also demonstrated dedication, commitment, and motivation. This is one half of one of the three Army pillars of leader development, self-development.

c. Civilian Education. The other half of the self development pillar, civilian education above the high school level, concurrent with military duty, is indicative of dedication to self-improvement, effective time management, and is in keeping with total Army goals for noncommissioned officers. The Army, and Army National Guard, goal is for noncommissioned officers to have an associate degree by the time they make sergeant major. Many soldiers set their goals on a baccalaureate degree and may not receive an associate degree. Either course of action is focused on the goal, and is shown by the soldier's efforts to improve through post-secondary work. Soldiers may choose from a variety of means to attend classes or the nontraditional evaluation available through Education Services Officers and Education Centers, many of which offer Army and Army National Guard incentives as well as the Montgomery GI Bill to help them achieve their objectives. Although progress toward the goal is desirable, it is neither required for selection nor for promotion to sergeant.

d. Professional Values. Throughout the selection process, consider the soldiers' demonstration of the professional Army ethic and its supporting values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. These values that make up the ethic, coupled with courage, candor, competence, commitment, and compassion, form the bedrock of the military profession. You should favorably consider soldiers whose performance reflects a commitment to and internalization of these values.

4. Scope and Variety of Assignments: Consider the type of assignments these soldiers have held. The essence of effective performance as noncommissioned officers is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of situations, especially those where the soldier has had a chance to perform in leadership positions or roles.

a. Pay particular attention to selection of individuals who have demonstrated their suitability for positions of responsibility as a noncommissioned officer and whose performances have been consistently outstanding in a variety of assignments. Consider tactical and technical proficiency, communication skills, and administrative ability.

b. It is essential that the Army have noncommissioned officers who are outstanding troop leaders. It is equally important to have noncommissioned officers who can provide leadership in the specialty areas and supporting staffs and agencies, many with highly technical missions. You must rank highly the best soldiers and, in your process, recognize that various jobs require different strengths, techniques and background experience.

5. Derogatory Information:

a. Significance. The weight to be given derogatory information must be determined by the collective judgment of the board. Care must be taken not to unduly penalize soldiers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest but misjudged effort. Little consideration should be given to comments of derogatory nature, particularly non-judicial punishment

for minor offenses, which are later followed by continuous outstanding performance of duty. Unproved allegations or court-martials, in which the individual has been exonerated or found not guilty, will not be considered.

b. Articles 15. Non-judicial punishment (NJP) proceedings under Article 15, UCMJ, or comparable state laws enable commanders to maintain good order and discipline by disposing of minor offenses quickly and fairly. The primary purpose of non-judicial punishment is to provide a method for commanders to determine what happened and to correct minor offenders with fair punishments while preserving rehabilitative potential.

c. The Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). The basic goal of ADAPCP is the restoration to effective and reliable service of all individuals with problems attributable to alcohol and other drugs.

(1) When a soldier's record reflects adverse information associated solely with a past problem involving alcohol or other drugs and the individual has been rehabilitated and restored to full duty status, the soldier's attitude, work efficiency, and potential for continued effective service will be the basis for judgment.

(2) Soldiers who cannot or will not respond to drug or alcohol treatment and rehabilitation programs after a reasonable period of time should not be selected.

d. Assignment limitations or training disqualification such as airborne training, or nuclear and chemical assignment disqualification per AR 50-5 or 50-6. These should not, in and of themselves, be used as criteria for selection or non-selection. However, the actions, which led to the limitation or disqualification, may be appropriate for consideration.

6. Physical Conditioning and Body Composition. Army policy requires that every soldier be physically fit regardless of age or duty assignment. Body composition and physical appearance are important indicators of a soldier's physical fitness. Accordingly, consider general physical condition and compliance with the Army body composition policies of AR 40-501 and AR 600-9 as well as physical fitness per AR 350-41, chapter 9, in evaluating the individual's potential for selection.

7. Physical Profiles. Retention has been granted to soldiers with certain medical conditions and that some soldiers have partial disabilities which are the result of disease, wound, or injury that do not interfere with the individual's performance of duty. The fact that a soldier has been found fit to remain in an active status indicates that the individual possesses the minimum medical qualifications required for assignment to any position in line with the military occupational specialty and profile limitations. If specific questions arise regarding medical standards of fitness, Boards Branch will obtain an opinion from the Army National Guard Surgeon's Office.

S. Photographs. Official photographs are valid for five years and are not authorized more frequently except for grade or significant appearance changes. The lack of an organizational shoulder sleeve insignia or distinctive unit insignia (unit crest), or both,

should not be considered negatively. With some exceptions, soldiers assigned to DC)D agencies, joint activities, newly authorized units and other federal agencies are not authorized these insignia items. Army personnel assigned to a few of these organizations are permitted to wear one or both of these items by virtue of previous HQDA approval granted to Army activities. Army policy currently allows for full-length black and white or color photographs (4" x 10") as well as the new digital photographs (4" x 6") which are in color.

9. Record Review. Thoroughly review all documents in the packets. Because the records are maintained by many different headquarters with variations in records maintenance policies, the same information may not be found on each soldier's DA Form 2-1, DA Form 2 or 2A, or SIDPERS-ARNG PQR.

#### IO. Minority and Female Soldiers.

a. The Army is firmly committed to a plan of equal opportunity for minority group members and female soldiers in all facets of their career development, utilization, and progression.

b. In evaluating the records of minority group members and female soldiers, you should be aware that past personal and institutional discrimination may have operated to the disadvantage of some minority group members and female soldiers.

c. As directed by HQDA, some female soldiers may have been reclassified as a result of the Army's utilization policies in AR 600-13, the Direct Combat Probability Coding (DCPC) process, and should not be penalized as a result of that action. Much of a female soldier's ability to gain assignment, hence selection, is limited to the types of positions and units in which she may serve. Recent changes to Army policies have significantly increased the number and range of positions to which female soldiers may be assigned. Therefore, they will be considered fully, fairly, and impartially as equals in their MOSs and career fields without regard to the types of units or positions to which they might be assigned. When identified for promotion, they will be assigned to positions for which they are eligible and available.

d. The goal of the board is to achieve a percentage of selection for all gender, and race and ethnic designator categories comparable to the selection rate for the total population in the zone of consideration.

e. Prior to adjournment, the board must review the extent to which these goals are met. Deviations from the goal must be fully justified in the after action report.

I 1. Marital Status and Participation of Spouse. Selection boards are prohibited from considering the marital status of soldiers or the activities of their spouses as discriminators for selection. Your decisions, therefore, cannot be affected by a spouse's decision regarding employment or participation of spouses in military or community activities. In this respect, you must disregard any reference to these factors in the documents you review.

Guidance for 2000 Army National Guard Title IO Active Guard Reserve  
Staff Sergeant Promotion Board

. General.

a. Consider soldiers for promotion as prescribed by NGR 600-200, chapter 11, to recommend the noncommissioned officers required to meet the needs of the Army National Guard in the grade of staff sergeant.

b. In determining whether noncommissioned officers under consideration are qualified for promotion, the board should satisfy itself that these soldiers are qualified professionally and morally, have demonstrated integrity, are physically fit, and are capable of performing duties expected of noncommissioned officers in the grade of staff sergeant, with increased positions of responsibility for assignment world-wide. Selection is not intended as a reward for past performance, but specifically to recognize soldiers with the best potential.

c. An isolated example of excellence or mediocrity should not be used as a sole determinant for promotion selection or non-selection. However, non-selection may properly be based on a major disciplinary action or significant professional failure such as relief, for cause, demonstrated cowardice, lack of integrity, or moral turpitude.

2. The Noncommissioned Officer Evaluation Reporting System.

a. This system is designed to measure and report a soldier's job knowledge, duty performance, and potential. The system has always consisted of two parts, the Rater and Senior Rater evaluations.

b. The Noncommissioned Officer Evaluation Report (NCOER) is used to evaluate a noncommissioned officer's duty performance during a given period of time for a specific job and provides an estimate of potential. Examine each evaluation report in the file carefully. Particular attention should be given to the bullet comments. It is within the bullet comments that patterns of strengths and weaknesses over a period of time should appear.

(1) When evaluating the soldier's file, consider the length of time covered by each report and the consistency of ratings over time.

(2) Although all parts of the evaluation report are significant, pay particular attention to:

(a) The scope and degree of responsibility in terms of resources, people, facilities and dollars managed as outlined in the job description.

(b) Trends in professional ability and performance with special emphasis on the specifics of performance as they relate to the soldier's MOS and duty description. You

should also consider tactical and technical proficiency and the soldier's ability to communicate effectively.

(c) Specific potential recommendations by the rating officials.

(3) Review the NCOERs carefully. Study in detail the bullet comments to validate the rater and senior rater block marks. It is your responsibility to determine if the bullets fully justify the particular block that has been checked. A justified success rating (meets standard) indicates that the noncommissioned officer meets the standard of the grade. Substantiated incidents or explanation in the bullet comments should accompany excellence ratings. Another very important area of evaluation to consider is the soldier's Academic Evaluation Report (AER), DA Form 1059, for NCOES courses. Special attention should be given to soldiers who received superior ratings as this indicates they have demonstrated an ability that is significantly above the established standard.

3. Overall Performance: An evaluation of demonstrated professionalism and potential for future service cannot be measured without a complete and objective review of each individual's entire background. Consider the following areas carefully.

a. Level of responsibility. Noncommissioned officers who perform well in tough, high-risk, demanding jobs have demonstrated promotion potential. Keep in mind there are jobs that require a tremendous amount of management skill, asset accountability and fiscal responsibility with few or, in some instances, no subordinate personnel to supervise. These instances should not be a detriment in evaluating a soldier's overall potential. A soldier's level of responsibility should be a multiplier in an overall evaluation of performance.

b. Trends in efficiency. Consider upward or downward trends in efficiency in light of the degree of experience or level of responsibility. Junior noncommissioned officers can be expected to make honest mistakes from which they learn and improve their performance. The manner of performance in more recent years should take precedence over performance in earlier years.

c. Military Education.

(1) Sergeants must be graduates of the Basic Noncommissioned Officer Course before they may be promoted to staff sergeant. A copy of the DA Form 1059 or other documents must be included in the packet. Selectees who are neither graduates of nor enrolled in the required NCOES course or courses must apply within a stated period after announcement of the results of this board. This is a non-waiverable requirement for all enlisted soldiers that became effective 1 October 1992.

(2) Resident Active Component or Reserve Component as well as nonresident completion of any military schools are generally equivalent. While it is recognized that the resident students have enjoyed the professional benefits of seminars, guest speakers, and association with their peers, it should also be recognized that the soldiers



who, on their own initiative, have completed nonresident or corresponding studies courses have also demonstrated dedication, commitment, and motivation. This is one half of one of the three Army pillars of leader development, self-development.

d. Civilian Education. The other half of the self development pillar, civilian education above the high 'School level, concurrent with military duty, is indicative of dedication to self-improvement, effective time management, and is in keeping with total Army goals for noncommissioned officers. The Army, and Army National Guard, goal is for noncommissioned officers to have an associate degree by the time they make sergeant major. Many soldiers set their goals on a baccalaureate degree and may not pursue an associate degree. Either course of action is focused on the goal, and is shown by the soldier's efforts to improve through post-secondary work. Soldiers may choose from a variety of means to attend classes or the nontraditional evaluation available through Education Services Officers and Education Centers, many of which offer Army and Army National Guard incentives as well as the Montgomery GI Bill to help them achieve their objectives. Although progress toward the goal is desirable, it is neither required for selection nor for promotion to staff sergeant.

e. Professional Values. Throughout the selection process, consider the soldiers' demonstration of the professional Army ethic and its supporting values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. These values that make up the ethic, coupled with courage, candor, competence, commitment, and compassion, form the bedrock of the military profession. You should favorably consider noncommissioned officers whose performance reflects a commitment to and internalization of these values.

4. Scope and Variety of Assignments: Consider the type of assignments the noncommissioned officers have held. The essence of effective performance as noncommissioned officers is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of leadership positions.

a. Pay particular attention to selection of individuals who have demonstrated their suitability for positions of responsibility at higher levels of command and whose performances have been consistently outstanding in a variety of assignments. Consider tactical and technical proficiency, communication skills, and administrative ability.

b. A variety of assignments at different levels are important. Consider the assignments the soldier has had in comparison, with the degree of responsibility held. You must note, however, that in many cases the soldier has little, if any, control over the type of assignment he or she receives. Also, certain MOSs have a tendency to place a soldier in a field of specialization which at times can lessen one's supervisory opportunity. There also are other restrictions based on the structure of the organization, geographical (distribution of units) and full-time employment assignment limitations for AGR soldiers and military technicians, all of which affect the types of assignments sergeants may seek.

c. It is essential that the Army have noncommissioned officers who are outstanding troop leaders. It is equally important to have noncommissioned officers who can provide leadership in the specialty areas and supporting staffs and agencies, many with highly technical missions. You must rank highly the best noncommissioned officers and, in your process, recognize that various jobs require different strengths, techniques and background experience.

d. Consider carefully the soldier's manner of performance in the following areas:

(1) Team leader, squad leader or section chief duty: Duty at the first level of leadership is one of the most professionally and personally rewarding challenges required of a noncommissioned officer. Successful completion of these duties is indicative of the soldier's exceptional capability for higher levels of responsibilities and authority. Again, because of geographical and organizational structure concerns beyond the noncommissioned officer's control, as well as the restrictions of serving in the Title 10 AGR Program, this type of duty may not have been available. In these cases, NCOIC of sections, units or teams in headquarters elements are frequently the challenges sought in lieu of squad or comparable size unit leadership assignments.

(2) Recruiting and Retention Duties: Recruiting and Retention NCOS provide the strength of the Army National Guard. This is tough and demanding duty that requires dedicated and motivated noncommissioned officers to work with commanders, trainers, soldiers and their families, and military and civilian leaders. In many cases, ARNG soldiers spend long periods in these assignments due to the structure of the ARNG Full-Time Support programs. Many of them have continued a high level of involvement with their supported units and have kept many of their basic soldier, field and tactical skills up to date. This generally will not show directly in their records and should not, of itself, be held against them. Soldiers selected for these assignments are sometimes unsuccessful and are relieved without prejudice. Success on Recruiting and Retention duties indicate those who are often highly skilled in the areas of leadership, training, communication, and independent action and thought.

(3) Specialized and additional duties: Special duty or detail to additional duties such as Drill Sergeant, additional duty Retention NCO, unit sponsor team, Color Guard, and other similarly demanding duties should receive your special attention. Successful performance of these duties at this grade shows the soldier's potential. Board members must be aware that many soldiers in this category may not have had the opportunity for recent experience in more traditional leadership positions.

(4) Staff and Faculty members: A number of soldiers have been assigned to Army service schools as well as what are now the elements of the Total Army School System (TASS) as staff or faculty members or both. The duties of instructors are at least as demanding as many traditional assignments in field units, and the staff positions relate to similar support positions in headquarters elements of units in the field. It is important,

again, that you weigh these assignments in the same light as similar assignments in other units.

5. Derogatory Information:

a. Significance. The weight to be given derogatory information must be determined by the collective judgment of the board. Care must be taken not to unduly penalize noncommissioned officers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest but misjudged effort. Little consideration should be given to comments of derogatory nature, particularly non-judicial punishment for minor offenses, which are later followed by continuous outstanding performance of duty. Unproved allegations or court-martials, in which the individual has been exonerated or found not guilty, will not be considered.

b. Articles 15. Non-judicial punishment (NJP) proceedings under Article 15, UCMJ, or comparable state laws enable commanders to maintain good order and discipline by disposing of minor offenses quickly and fairly. The primary purpose of non-judicial punishment is to provide a method for commanders to determine what happened and to correct minor offenders with fair punishments while preserving rehabilitative potential. Punishment under Article 15, early in a soldier's career (SPC or CPL and below with less than three years service) should not be considered in deliberations when it has been followed by exemplary service.

c. The Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). The basic goal of ADAPCP is the restoration to effective and reliable service of all individuals with problems attributable to alcohol and other drugs.

(1) When a soldier's record reflects adverse information associated solely with a past problem involving alcohol or other drugs and the individual has been rehabilitated and restored to full duty status, the soldier's attitude, work efficiency, and potential for continued effective service will be the basis for judgment.

(2) Noncommissioned officers who cannot or will not respond to drug or alcohol treatment and rehabilitation programs after a reasonable period of time should not be selected.

d. Assignment limitations or training disqualification such as airborne training, or nuclear and chemical assignment disqualification per AR 50-5 or 50-6 These should not, in and of themselves, be used as criteria for selection or non-selection. However, the actions, which led to the limitation or disqualification, may be appropriate for consideration.

6. Physical Conditioning and Body Composition. Army policy requires that every soldier be physically fit regardless of age or duty assignment. Body composition and physical appearance are important indicators of a noncommissioned officer's physical fitness. Accordingly, consider general physical condition and compliance with the Army

body composition policies of AR 40-501 and AR 600-9 as well as physical fitness per AR 350-41, chapter 9, in evaluating the individual's potential for selection.

7. Physical Profiles. Retention has been granted to noncommissioned officers with certain medical conditions and that some soldiers have partial disabilities which are the result of disease, wound, or injury that do not interfere with the individual's performance of duty. The fact that a soldier has been found fit to remain in an active status indicates that the individual possesses the minimum medical qualifications required for assignment to any position in line with the military occupational specialty and profile limitations. If specific questions arise regarding medical standards of fitness, Boards Branch will obtain an opinion from the Army National Guard Surgeon's Office.

8. Photographs. Official photographs are valid for five years and are not authorized more frequently except for grade or significant appearance changes. The lack of an organizational shoulder sleeve insignia or distinctive unit insignia (unit crest), or both, should not be considered negatively. With some exceptions, newly authorized units and other federal agencies are not authorized these insignia items. Army policy currently allows for full-length black and white or color photographs (4" x 10") as well as the new digital photographs (4" x 6") which are in color.

9. Record Review. Thoroughly review all documents in the packets. Because the records are maintained by many different headquarters with variations in records maintenance policies, the same information may not be found on each NCO's DA Form 2-1, DA Form 2 or 2A, or SIDPERS-ARNG PQR.

#### 10. Minority and Female Soldiers.

a. The Army is firmly committed to a plan of equal opportunity for minority group members and female noncommissioned officers in all facets of their career development, utilization, and progression.

b. In evaluating the records of minority group members and female soldiers, be aware that past personal and institutional discrimination may have operated to the disadvantage of some minority group members and female soldiers.

c. As directed by HQDA, some female noncommissioned officers may have been reclassified as a result of the Army's utilization policies in AR 600-13, the Direct Combat Probability Coding (DCPC) process, and should not be penalized as a result of that action. Much of a female noncommissioned officer's ability to gain assignment, hence selection, is limited to the types of positions and units in which she may serve. Recent changes to Army policies have significantly increased the number and range of positions to which female soldiers may be assigned. Therefore, they will be considered fully, fairly, and impartially as equals in their MOSs and career fields without regard to the types of units or positions to which they might be assigned. When identified for promotion, they will be assigned to positions for which they are eligible and available.

d. The goal of the board is to achieve a percentage of selection for all gender, and race and ethnic designator categories comparable to the selection rate for the total population in the zone of consideration.

e. Prior to adjournment, the board must review the extent to which these goals are met. Deviations from the goal must be fully justified in the after action report.

1. Marital Status and Participation of Spouse. Selection boards are prohibited from considering the marital status of noncommissioned officers or the activities of their spouses as discriminators for selection. Your decisions, therefore, cannot be affected by a spouse's decision regarding employment or participation of spouses in military or community activities. In this respect, you must disregard any reference to these factors in NCOERs or other documents you review.

Guidance for 2000 Army National Guard Title 10 Active Guard  
Reserve  
Sergeant First Class Promotion Board

I General.

a. Consider soldiers for promotion as prescribed by NGR 600-200, chapter 1 1, to recommend the noncommissioned officers required to meet the needs of the Army National Guard in the grade of sergeant first class.

b. In determining whether noncommissioned officers under consideration are qualified for promotion, the board should satisfy itself that the noncommissioned officers are qualified professionally and morally, have demonstrated integrity, are physically fit, and are capable of performing duties expected of noncommissioned officers in the grade of sergeant first class, with increased positions of responsibility for assignment world-wide. Selection is not intended as a reward for past performance but, specifically, to recognize soldiers with the best potential.

c. An isolated example of excellence or mediocrity should not be used as a sole determinant for promotion selection or non-selection. However, non-selection may properly be based on a major disciplinary action or significant professional failure. Such as relief for cause, demonstrated cowardice, lack of integrity, or moral turpitude.

2. The Noncommissioned Officer Evaluation Reporting System.

a. This system is designed to measure and report a soldier's job knowledge, duty performance, and potential. The system has always consisted of two parts, the Rater and Senior Rater evaluations.

b. The Noncommissioned Officer Evaluation Report (NCOER) is used to evaluate a noncommissioned officer's duty performance during a given period of time for a specific job and provides an estimate of potential. Examine each evaluation report in the file carefully. Particular attention should be given to the bullet comments. It is within the bullet comments that patterns of strengths and weaknesses over a period of time should appear.

(1) When evaluating the soldier's file, consider the length of time covered by each report and the consistency of ratings over time.

(2) Although all parts of the evaluation report are significant, pay particular attention to:

(a) The scope and degree of responsibility in terms of resources, people, facilities and dollars managed as outlined in the job description.

(b) Trends in professional ability and performance with special emphasis on the specifics of performance as they relate to the soldier's MOS and duty description. You

should also consider tactical and technical proficiency and the soldier's ability to communicate effectively.

(c) Specific potential recommendations by the rating officials.

(3) Review the NCOERs carefully. Study in detail the bullet comments to validate the rater and senior rater block marks. It is your responsibility to determine if the bullets fully justify the particular block that has been checked. A justified success rating (meets standard) indicates that the noncommissioned officer meets the standard of the grade. Substantiated incidents or explanation in the bullet comments should accompany excellence ratings. Another very important area of evaluation to consider is the soldier's Academic Evaluation Report (AER), DA Form 1059, for NCOES courses. Special attention should be given to soldiers who received superior ratings as this indicates they have demonstrated an ability that is significantly above the established standard.

3. Overall Performance: An evaluation of demonstrated professionalism and potential for future service cannot be measured without a complete and objective review of each individual's entire background. Consider the following areas carefully.

a. Level of responsibility. Noncommissioned officers who perform well in tough, high-risk, demanding jobs have demonstrated promotion potential. Keep in mind there are jobs that require a tremendous amount of management skill, asset accountability and fiscal responsibility with few or, in some instances, no subordinate personnel to supervise. These instances should not be a detriment in evaluating a soldier's overall potential. A soldier's level of responsibility should be a multiplier in an overall evaluation of performance.

b. Trends in efficiency. Consider upward or downward trends in efficiency in light of the degree of experience or level of responsibility. Junior noncommissioned officers can be expected to make honest mistakes from which they learn and improve their performance. The manner of performance in more recent years should take precedence over performance in earlier years.

c. Military Education.

(1) Staff sergeants must be graduates of the Advanced Noncommissioned Officer Course before they may be promoted to sergeant first class. This is a non-waivable requirement for all enlisted soldiers that became effective 1 October 1992. A copy of the DA Form 1059 may be included in the packet. Selectees who are neither graduates of nor enrolled in the required NCOES course or courses must apply within a stated period after announcement of the results of this board. This is a non-waiverable requirement for all enlisted soldiers that became effective 1 October 1992.

(2) Resident Active Component or Reserve Component and nonresident completion of any military schools are generally equivalent. While it is recognized that the resident students have enjoyed the professional benefits of seminars, guest speakers, and association with their peers, it should also be recognized that soldiers

who, on their own initiative, have completed nonresident or corresponding studies courses, especially those related to duties and topics in their career fields, have also demonstrated dedication, commitment, and motivation. This is one half of one of the three Army pillars of leader development, self-development.

d. Civilian Education. The other half of the self development pillar, civilian education above the high school level, concurrent with military duty, is indicative of dedication to self-improvement, effective time management, and is in keeping with total Army goals for noncommissioned officers. The Army and Army National Guard goal is for noncommissioned officers to have an associates degree by the time they make sergeant major. Many soldiers set their goals on a baccalaureate degree and may not receive an associate degree. Either course of action is focused on the goal, and is shown by the soldier's efforts to improve through post-secondary work. Soldiers may choose from a variety of means to attend classes or the nontraditional evaluation available through Education Services Officers and Education Centers, many of which offer Army and Army National Guard incentives as well as the Montgomery GI Bill to help them achieve their objectives. Although progress toward the goal is desirable, it is neither required for selection nor for promotion to sergeant first class.

e. Professional Values. Throughout the selection process, consider the soldiers' demonstration of the professional Army ethic and its supporting values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. These values that make up the ethic, coupled with courage, candor, competence, commitment, and compassion, form the bedrock of the military profession. You should favorably consider noncommissioned officers whose performance reflects a commitment to and internalization of these values.

4. Scope and Variety of Assignments: Consider the type of assignments the noncommissioned officers have held. The essence of effective performance as noncommissioned officers is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of leadership positions.

a. Pay particular attention to selection of individuals who have demonstrated their suitability for positions of responsibility at the various levels of command and whose performances have been consistently outstanding in a variety of assignments. Consider tactical and technical proficiency, communication skills, and administrative ability.

b. A variety of assignments at different levels is important, and you must consider the assignments the soldier has had in comparison, with the degree of responsibility held. You must note, however, that in many cases the soldier has little, if any, control over the type of assignment he or she receives. Also, certain MOSs have a tendency to place a soldier in a field of specialization which at times can lessen one's supervisory opportunity. There also are other restrictions based on geographical (distribution of units) and full-time employment assignment limitations for AGR soldiers and military technicians. Once soldiers enter the Title 10 AGR Program, they also have fewer opportunities to serve in troop assignments and are often bound to headquarters units.



Variety then comes through reassignment to any of a number of other available jobs in which the soldier can become more experienced.

c. It is essential that the Army have noncommissioned officers who are outstanding troop leaders. It is equally important to have noncommissioned officers who can provide leadership in the specialty areas and supporting staffs and agencies, many with highly technical missions. You must rank highly the best noncommissioned officers, and in your process, recognize that various jobs require different strengths, techniques and background experience.

d. Consider carefully the soldier's manner of performance in the following areas:

(1) Leadership positions. Squad leader, section chief or team leader are the typical positions staff sergeants should seek: noncommissioned officers who succeed in these positions are proven leaders. Again, however, geographic dispersion and organizational structure as well as service in the AGR programs often make these positions unattainable for many NCOS.

(2) Recruiting and Retention Duties. Recruiting and Retention NCOs provide the strength of the Army National Guard. This is tough and demanding duty that requires dedicated and motivated noncommissioned officers to work with commanders, trainers, soldiers and their families, and military and civilian leaders. In many cases, ARNG soldiers spend long periods in these assignments due to the structure of the ARNG Full- Time Support programs. Many of them have continued a high level of involvement with their supported units and have kept many of their basic soldier, field and tactical skills up to date. This generally will not show directly in their records and should not, of itself, be held against them. Soldiers selected for these assignments are sometimes unsuccessful and are relieved without prejudice. Success as Recruiter and Retention NCOs indicate those who are often highly skilled in the areas of leadership, training, communication, and independent action and thought.

(3) Specialized and additional duties: Special duty or detail to additional duties such as Drill Sergeant, additional duty Retention NCO, unit sponsor team, Color Guard, and other similarly demanding duties should receive your special attention. Successful performance of these duties at this grade shows the soldier's potential. Board members must be aware that many soldiers in this category may not have had the opportunity for recent experience in more traditional leadership positions.

(4) Staff and Faculty members. A number of soldiers have been assigned to Army service schools as well as what are now the elements of the Total Army School System (TASS) as staff or faculty members or both. The duties of instructors are at least as demanding as many traditional assignments in field units, and the staff positions relate to similar support positions in headquarters elements of units in the field. It is important, again, that you weigh these assignments in the same light as similar assignments in other units.

5. Derogatory Information:

a. Significance. The weight to be given derogatory information must be determined by the collective judgment of the board. Be careful not to unduly penalize noncommissioned officers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest but misjudged effort. Little consideration should be given to comments of derogatory nature, particularly non-judicial punishment for minor offenses, which are later followed by continuous outstanding performance of duty. Unproved allegations or court-martials, in which the individual has been exonerated or found not guilty, will not be considered.

b. Articles 15. Non-judicial punishment (NJP) proceedings under Article 15, UCMI, or comparable state laws enable commanders to maintain good order and discipline by disposing of minor offenses quickly and fairly. The primary purpose of non-judicial punishment is to provide a method for commanders to determine what happened and to correct minor offenders with fair punishments while preserving rehabilitative potential. Punishment under Article 15, early in a soldier's career (SPC or CPL and below with less than three years service) should not be considered in deliberations.

c. The Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). The basic goal of ADAPCP is the restoration to effective and reliable service of all individuals with problems attributable to alcohol and other drugs.

(1) When a soldier's record reflects adverse information associated solely with a past problem involving alcohol or other drugs and the individual has been rehabilitated and restored to full duty status, the soldier's attitude, work efficiency, and potential for continued effective service will be the basis for judgment.

(2) Noncommissioned officers who cannot or will not respond to drug or alcohol treatment and rehabilitation programs after a reasonable period of time should not be selected.

d. Assignment limitations or training disqualification such as airborne training, or nuclear and chemical assignment disqualification per AR 50-5 or 50-6: These should not, in and of themselves, be used as criteria for selection or non-selection. However, the actions, which led to the limitation or disqualification, may be appropriate for consideration.

6. Physical Conditioning and Body Composition. Army policy requires that every soldier be physically fit regardless of age or duty assignment. Body composition and physical appearance are important indicators of a noncommissioned officer's physical fitness. Accordingly, consider general physical condition and compliance with the Army body composition policies of AR 40-501 and AR 600-9 as well as physical fitness per AR 350-41, chapter 9, in evaluating the individual's potential for selection.

7. Physical Profiles. Retention has been granted to NCOs with certain medical conditions and that some soldiers have partial disabilities which are the result of disease, wound, or injury that do not interfere with the individual's performance of duty.

The fact that a soldier has been found fit to remain in an active status indicates that the individual possesses the minimum medical qualifications required for assignment to any position in line with the military occupational specialty and profile limitations. If specific questions arise regarding medical standards of fitness, Boards Branch will obtain an opinion from the Army National Guard Surgeon's Office.

8. Photographs. Official photographs are valid for five years and are not authorized more frequently except for grade or significant appearance changes. The lack of an organizational shoulder sleeve insignia or distinctive unit insignia (unit crest), or both, should not be considered negatively. With some exceptions, newly authorized units and certain federal agencies are not authorized these insignia items. Army policy currently allows for full-length black and white or color photographs (4" x 1 0") as well as the new digital photographs (4" x 6"), which are in color.

9. Record Review. Thoroughly review all documents in the packets. Because many different headquarters maintain the records with variations in records maintenance policies, you may not find the same information on each NCO's DA Form 2-1, DA Form 2 or 2A, or SIDPERS-ARNG PQR.

#### 10. Minority and Female Soldiers.

a. The Army is firmly committed to a plan of equal opportunity for minority group members and female noncommissioned officers in all facets of their career development, utilization, and progression.

b. In evaluating the records of minority group members and female soldiers, be aware that past personal and institutional discrimination may have operated to the disadvantage of some minority group members and female soldiers.

c. As directed by HQDA, some female noncommissioned officers may have been reclassified as a result of the Army's utilization policies in AR 600-13, the Direct Combat Probability Coding (DCPC) process, and should not be penalized as a result of that action. Much of a female noncommissioned officer's ability to gain assignment, hence selection, is limited to the types of positions and units in which she may serve. Recent changes to Army policies have significantly increased the number and range of positions to which female soldiers may be assigned. Therefore, consider them fully, fairly, and impartially as equals in their MOSs and career fields without regard to the types of units or positions to which they might be assigned. When identified for promotion, they will be assigned to positions for which they are eligible and available.

d. The goal of the board is to achieve a percentage of selection for all gender, and race and ethnic designator categories comparable to the selection rate for the total population in the zone of consideration.

e. Prior to adjournment, the board must review the extent to which these goals are met. Deviations from the goal must be fully justified in the after action report.

1. Marital Status and Participation of Spouse. Selection boards are prohibited from considering the marital status of noncommissioned officers or the activities Of their spouses as discriminators for selection. Your decisions, therefore, cannot be affected by a spouse's decision regarding employment or participation of spouses in military or community activities. In this respect, disregard any reference to these factors in NCOERs or other documents you review.

# Promotion to SGT FY00

## Minority Report

Board Members

Panel Minority Rep: 2

Panel Female Rep: 2

Total Panel Members: 5

Applicants Reviewed 12

Applicants by Race and Sex:

Total Males:                      Total Females:                      Total Other:                      Percentage

Male Caucasians	1	Female Caucasians	3	Total Caucasians	4	33.33%
Male Blacks	0	Female Blacks	3	Total Blacks	3	25.00%
Male Hispanics	1	Female Hispanics	1	Total Hispanics	2	16.67%
Male Other	3	Female Other	0	Total Other	3	25.00%
Total Males	5	Total Female	7	Total	12	

# Promotion to SSG FY00

## Minority Report

### Board Members

Panel Minority Rep: 2  
Panel Female Rep: 2  
Total Panel Members: 5

Applicants Reviewed 31

### Applicants by Race and Sex:

Total Males:		Total Females:		Total Other:		Percentage
Male Caucasians	14	Female Caucasians	6	Total Caucasians	20	64.52%
Male Blacks	4	Female Blacks	5	Total Blacks	9	29.03%
Male Hispanics	0	Female Hispanics	1	Total Hispanics	1	3.23%
Male Other	1	Female Other	0	Total Other	1	3.23%
Total Males	19	Total Female	12	Total	31	

# Promotion to SFC FY00

## Minority Report

### Board Members

Panel Minority Rep: 2  
Panel Female Rep: 2  
Total Panel Members: 5

Applicants Reviewed 33

### Applicants by Race and Sex:

Total Males:		Total Females:		Total Other:		Percentage
Male Caucasians	14	Female Caucasians	2	Total Caucasians	16	48.48%
Male Blacks	5	Female Blacks	11	Total Blacks	16	48.48%
Male Hispanics	1	Female Hispanics	0	Total Hispanics	1	3.03%
Male Other	0	Female Other	0	Total Other	0	0.00%

Total Males	20	Total Female	13	Total	33	
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**FY00 TITLE 10 AGR PROMOTION BOARD (SGT)**  
**VOTE SHEET (5 – 9 JUN 00)**

**MILITARY APPEARANCE:** Fitness for duty considering the standards of Army Regulation 600-9 and overall military appearance.

**VALID SCORES ARE: 1 – 5** \_\_\_\_\_

**LEADERSHIP:** Served in all primary leadership positions of greater responsibility.

**VALID SCORES ARE: 1 – 10** \_\_\_\_\_

**POTENTIAL:** Ability to perform in higher grade and serve in positions of greater responsibility.

**VALID SCORES ARE: 1 – 10** \_\_\_\_\_

**ASSIGNMENT HISTORY AND PROFESSIONAL DEVELOPMENT:** Specific jobs held that enhance potential for future service.

**VALID SCORES ARE: 1 – 10** \_\_\_\_\_

**TECHNICAL TACTICAL PROFICIENCY:** Performance in various assignments throughout period of military service.

**VALID SCORES ARE: 1 – 10** \_\_\_\_\_

**PROFESSIONAL ATTRIBUTES AND ETHICS:** Level of commitment to ethical and moral standards of service to the nation.

**VALID SCORES ARE: 1 – 5** \_\_\_\_\_

NAME/RANK/SSN:

TOTAL:

VOTING MEMBER:

SSN:



FYOO TITLE 10 AGR PROMOTION BOARD (SSG)

VOTE SHEET (5 - 9 JUN 00)

**MILITARY APPEARANCE:** Fitness for duty considering the standards of Army Regulation 600-9 and overall military appearance.

**VALID SCORES ARE:** 1 – 5 \_\_\_\_\_

**LEADERSHIP:** Served in all primary leadership positions of greater responsibility.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**POTENTIAL:** Ability to perform in higher grade and serve in positions of greater responsibility.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**ASSIGNMENT HISTORY AND PROFESSIONAL DEVELOPMENT:** Specific jobs held that enhance potential for future service.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**TECHNICAL TACTICAL PROFICIENCY:** Performance in various assignments throughout period of military service.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**PROFESSIONAL ATTRIBUTES AND ETHICS:** Level of commitment to ethical and moral standards of service to the nation.

**VALID SCORES ARE:** 1 – 5 \_\_\_\_\_

NAME/RANK/SSN:

TOTAL:-

VOTING MEMBER:

SSN:

FYOO TITLE 10 AGR PROMOTION BOARD (SFC)

VOTE SHEET (10-14 J

**MILITARY APPEARANCE:** Fitness for duty considering the standards of Army Regulation 600-9 and overall military appearance.

**VALID SCORES ARE:** 1 – 5 \_\_\_\_\_

**LEADERSHIP:** Served in all primary leadership positions of greater responsibility.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**POTENTIAL:** Ability to perform in higher grade and serve in positions of greater responsibility.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**ASSIGNMENT HISTORY AND PROFESSIONAL DEVELOPMENT:** Specific jobs held that enhance potential for future service.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**TECHNICAL TACTICAL PROFICIENCY:** Performance in various assignments throughout period of military service.

**VALID SCORES ARE:** 1 – 10 \_\_\_\_\_

**PROFESSIONAL ATTRIBUTES AND ETHICS:** Level of commitment to ethical and moral standards of service to the nation.

**VALID SCORES ARE:** 1 – 5 \_\_\_\_\_

NAME/RANK/SSN:

TOTAL:

VOTING MEMBER:

SSN:

**PERSONNEL ACTION**

For use of this form, see DA FORM 4177, APR 98, and DA FORM 4177-2, the permanent agency is (DDAFPR)

**DATA REQUIRED BY THE PRINCIPAL ACT OF 1974**

**AUTHORITY:** Title 5, Section 302; Title 10, USC, E.O. 12877.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA FORM 4177-2 when requesting a personnel action on his/her own behalf *(Section II)*.  
**ROUTINE USE:** To initiate the processing of a personnel action being requested by the soldier.  
**RESTRICTIONS:** Voluntary. Failure to provide and/or accurately furnish any info is a delay or error in processing of the request for personnel action.

1. **THRU (Section ZIP Code)**  
 National Guard Bureau  
 Attn: NGD-ARZ-SEC  
 1411 Jefferson Davis Highway  
 Arlington, VA. 22202-3231

2. **TO (Section ZIP Code)**  
 National Guard Bureau  
 NGD-ART-I  
 111 S. George Mason Dr.  
 Arlington, VA 22204-1382

3. **FROM (Section ZIP Code)**  
 Division Chief/O-6  
 Unit  
 Unit Address  
 City, St. Zip

**SECTION I - PERSONAL IDENTIFICATION**

4. **NAME (Last, First, MI)**  
 SOLDIER, First M.

5. **GRADE OR RANK/MOS/AFSC**  
 SSG/7430

6. **SOCIAL SECURITY NUMBER**  
 111-22-3333

**SECTION II - DUTY STATION CHANGE (DA FORM 4177-2)**

7. The above soldier's duty station is changed from \_\_\_\_\_ to \_\_\_\_\_

Office

from,

to \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: *(Check as appropriate)*

☒ **Active Detail (All only)**

☐ **ROTC or Reserve Component Duty**

☐ **Volunteering For Overseas Service**

☐ **Reserve Training**

☐ **Unassigned Reserve Family Actions**

☐ **Exchange Assignment (All only)**

☐ **Active Training**

☐ **Special Force Training/Assignment**

☐ **Unassigned Training (All only)**

☐ **Volunteering In Army Reserve Units**

☐ **Second year/second Army Reserve**

☐ **Reclassification**

☐ **Officer (see Active Detail)**

☐ **Target of Force with Unassigned Family Members**

☐ **Modification Code**

☐ **Modification Type**

☐ **Support Station**

☐ **Leave - Reserve/Overseas/Detail to MOS**

☐ **Group of Non-MOS/AFSC**

☐ **Other (Specify)**

9. **SIGNATURE OF SOLDIER (When Requested)**  
 Soldier must sign

10. DATE

Date signed

**SECTION IV - REMARKS (Apply to Section II, III, and IV. Continue on separate sheet)**

Course Title:  
 Course Number:  
 School Code:  
 Class Number:  
 Class Dates:  
 Soldier Security Clearance:  
 Basic Branch (Officers):  
 Soldier's Position Title:  
 Soldier's Mailing Address:

Soldier's B-Mail Address:  
 Soldier's Duty Phone:  
 Requested Mode of Travel:  
 Cost of Airfare Ticket (Regardless of Mode of Travel):  
 Soldier's supervisor and Phone Number:  
 Justification: Selected for promotion on the 2000 Promotion Board to MOS: \_\_\_\_\_ Sequence number: \_\_\_\_\_

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty station change (Section II) or that the request for personnel action (Section III) was filled locally.

NOT BEEN VISITED

RECOMMEND APPROVAL

RECOMMEND DISAPPROVAL

IS APPROVED

IS DISAPPROVED

12. COMMAND AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE

Division Chief Name and Grade

(You must X one block above)

(Must enter date)

Enc 3

# TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution check list in his/her possession upon arrival to scheduled class.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
typed or printed

UNIT: \_\_\_\_\_ DOR : \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ START DATE: \_\_\_\_\_

1 <sup>st</sup> Line Ldr Initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school / course information?
		Read ahead packets / pre-testing complete? (if applicable)
		All required clothing/equipment IAW School/Course Info Packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. ( ) (as required)
		Soldier meets Standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual Orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (Ticket picked up)
		Current/Valid identification card
		ID Tags (1 pair), Army Value card/tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eye glasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List: CDR: B: ( ) H: ( ) _____ 1SG: B: ( ) H: ( ) _____ FTM: B: ( ) H: ( ) _____ Unit FAX: ( ) _____ Unit Email _____		

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA PAM 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

## PART II- ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Meets color vision requirements (if applicable, DA Pam 611-21)												
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S
DA Form 1059 for all previous required Phases for phase/course attending (if applicable)	<div style="margin-bottom: 5px;">_____ school code</div> <div style="margin-bottom: 5px;">_____ Date of completion</div> <div style="margin-bottom: 5px;">_____ Course completed</div> <div style="margin-bottom: 5px;">_____ Phase completed</div>											
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)												

## PART III REQUIRED DOCUMENTS

Security Clearance (If applicable, attach as required)	
Permanent Profile attendees have copy of MRB(P3,P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNIT COMMANDERS WILL ENSURE ALL SOLDIERS, INCLUDING WALK-ONS, ENROLLED IN INSTITUTIONAL TRAINING MEET COURSE PREREQUISITES. SOLDIERS WHO REPORT FOR TRAINING MUST HAVE IN THEIR POSSESSION A COMPLETED PRE-EXECUTION CHECKLIST,

SIGNED BY THE SOLDIER AND THE UNIT COMMANDER. THE PRE-EXECUTION CHECKLIST WILL BE USED TO VERIFY ROUTINE PREREQUISITES SUCH AS LINE SCORES, PULHES, AND DA FORM 1059. UNIT COMMANDER CAN FURTHER CERTIFY THE COMPLETION OF PREREQUISITE TESTING/EVALUATION (I.E., TYPING TEST). DOCUMENTARY EVIDENCE OF SECURITY CLEARANCE, PHYSICAL PROFILE, WAIVERS AND OTHER NON-ROUTINE PREREQUISITES ARE REQUIRED IN ADDITION TO THE PRE-EXECUTION CHECKLIST. THE UNIT COMMANDER'S SIGNATURE ON THE PRE-EXECUTION CHECKLIST WILL SUFFICE AS CERTIFICATION THAT THE SOLDIER MEETS ROUTINE COURSE PREREQUISITES (AS STATED ABOVE) IAW ALL REQUIREMENTS OF THE COURSE AS LISTED IN DA PAM 351-4 (U.S. ARMY FORMAL SCHOOLS CATALOGUE), THE ATRRS PREREQUISITE SCREEN, AND DA PAM 611-21 FOR MOSQ COURSES.

SOLDIERS REPORTING FOR TRAINING WITHOUT A SIGNED CHECKLIST WILL BE GIVEN SEVENTY TWO HOURS FROM THE REPORT DATE TO PROVIDE THE CHECKLIST WITH APPROPRIATE ATTACHMENTS. SOLDIERS ATTENDING IDT COURSES WILL BE GIVEN UNTIL SATURDAY OF THE SECOND MUTA-4. AFTER THIS TIME, SOLDIERS WILL BE RETURNED TO THEIR UNIT. THE PURPOSE IS TO ENFORCE THE IMPORTANCE OF THE CHAIN-OF-COMMAND PREPARING THEIR SOLDIERS FOR TRAINING. THE PRE-EXECUTION CHECKLIST IS A PRE-ENROLLMENT REQUIREMENT FOR ALL TASS COURSES/INSTITUTIONS EXCEPT OCS, CAS3, CGSOC, AND THE SGM COURSE. THE PRE EXECUTION CHECKLIST IS FOUND IN APPENDIX H OF THIS REGULATION.

## E4 – E5 Promotion List FY 2000

RANK	LAST NAME	FIRST NAME	TOTAL POINTS	FUNCTIONAL AREA	CAREER PROGRESSION MOS	SEQUENCE NUMBERS
SPC	GRIMES	DELORES	476	ADMIN	71L	1
SPC	RAMOS	EMILIO	463	ADMIN	71L	
SPC	AMDERSON	LORI	340	ADMIN	71L	2
SPC	KASSEBAUM	ANDREW	393	ADMIN	74B	1
SPC	LOWRY	SCOTT	344	ADMIN	74B	2
SPC	VENEY	FRANCES	457	ADMIN	75B	1
SPC	WELLER	MICHELLE	429	ADMIN	75H	2
SPC	COWLEY	KATHRYN	502	LOGISTICS	92Y	
SPC	MELLENDEZARTURE	PRISCILLA	489	LOGISTICS	92Y	1
SPC	QUINONES	MICHAEL	499	OPS & TRNG	67G	1
SPC	ARCE	SAUL	282	OPS & TRNG	93P	2
PFC	PETTIGREW	TARA	443	OPS & TRNG	93P	1

## E6 Promotion List FY 2000

RANK	LAST NAME	FIRST NAME	TOTAL POINTS	FUNCTIONAL AREA	CAREER PROGRESSION MOS	SEQUENCE NUMBERS
SGT	PARKER	ELIS	628	ADMIN	71L	
SGT	STEPP	JOSEPH	622	ADMIN	71L	1
SGT	CREAGH	RICHARD	592	ADMIN	71L	2
SGT	THOMAS	MICHAEL	578	ADMIN	71L	
SGT	WILLIAMS	WALTER	515	ADMIN	71L	3
SGT	REXRODE	GARY	474	ADMIN	71L	4
SGT	BARRETT	FLORA	468	ADMIN	71L	5
SGT	KENT	STACEY	460	ADMIN	71L	6
SGT	PENTA	ANTHONY	344	ADMIN	71L	7
SGT	WILSON	RANDY	710	ADMIN	74B	1
SGT	WILLOUGHBY	SEAN	652	ADMIN	74B	2
SGT	COLLINS	STACEY	516	ADMIN	74B	3
SGT	MARSHALL	STEWART	478	ADMIN	74B	4
SGT	TOSSAS	JENNIFFER	633	ADMIN	75H	1
SGT	CHAMBLISS	STEPHANIE	522	ADMIN	75H	2
SGT	HINKELL	JOHN	445	ADMIN	75H	3
SGT	DOLL	WILLIAM	759	OPS & TRNG	93P	1
SGT	ROBINSON	RONALD	722	OPS & TRNG	93P	2
SGT	OLIVER	MATTHEW	681	OPS & TRNG	93P	3
SGT	WILEY	PHILLIP	652	OPS & TRNG	93P	4
SGT	KITTRELL (LAMBERT)	THERESA	646	OPS & TRNG	93P	5
SGT	MILLER	LORETTA	623	OPS & TRNG	93P	6
SGT	LAMBERT	MICHAEL	578	OPS & TRNG	93P	8
SGT	COPSEY	DARWIN	594	OPS & TRNG	OOF	1
SGT	UNDERWOOD	JOHNNY	463	OPS & TRNG	OOF	2
SGT	PRETLOW	HASSANA	321	OPS & TRNG	OOF	3
SGT	CALLAHAN	JOHN	687	LOGISTICS	92Y	1
SGT	SNYDER	TAMMY	596	LOGISTICS	92A	2
SGT	SINGLETON	BARBARA	432	LOGISTICS	92Y	3
SGT	SCHICK	DENA	527	R & R	ASI - 4	1



## E7 Promotion List FY 2000

RANK	LAST NAME	FIRST NAME	TOTAL POINTS	FUNCTIONAL AREA	CAREER PROGRESSION MOS	SEQUENCE NUMBERS
SSG	HOLT	CHARLES	606	ADMIN	46Q	1
SSG	ROBERTS	THOMAS	578	ADMIN	46R	2
SSG	HISE	BRYAN	653	ADMIN	71L	1
SSG	CRUMSEY	SHELIA	648	ADMIN	71L	2
SSG	MITCHELL	TRACY	606	ADMIN	71L	
SSG	SAMANIEGO	RAY	594	ADMIN	71L	3
SSG	DUMOLT	GEORGE	567	ADMIN	71L	
SSG	SPARKMAN	SELENA	551	ADMIN	71L	4
SSG	BINNS-GRAYTON	JOY	547	ADMIN	71L	5
SSG	GRAY-PAYNE	WINIFRED	534	ADMIN	71L	6
SSG	STEWART	CYRIL	390	ADMIN	71L	7
SSG	CRIPPEN-BLACK	CYNTHIA	621	ADMIN	73C	1
SSG	JACOB	LINDA	465	ADMIN	73D	2
SSG	EDWARDS	JOHN	753	ADMIN	74B	1
SSG	BEARDEN	PAUL	641	ADMIN	74B	2
SSG	BENTON	CHRISTOPHER	537	ADMIN	74B	3
SSG	ANDREWS	CHRISTOPHER	526	ADMIN	74B	4
SSG	BROWN	MARY	583	ADMIN	75H	1
SSG	HARRIS	RHONDA	547	ADMIN	75H	2
SSG	SMITH	RONALD	522	ADMIN	75H	3
SSG	HENSON	RHONDA	488	ADMIN	75H	4
SSG	DILLARD	TIFFANY	726	OPS & TRNG	93P	1
SSG	NELSON	SHERYL	690	OPS & TRNG	93P	2
SSG	VANCE	RONALD	501	OPS & TRNG	93P	3
SSG	CARTER	DEWEY	596	OPS & TRNG	18B	1
SSG	VENIEY	KEVIN	511	OPS & TRNG	75H	2
SSG	SPONSLER	KURTIS	296	OPS & TRNG	OOF	3
SSG	SANTIAGO	JOSEPH	506	LOGISTICS	63B	1
SSG	ROANE-SCOTT	SHERNELL	719	LOGISTICS	92A	1
SSG	HUNTER	THADRES	499	LOGISTICS	92Y	2
SSG	RASE	WILLIAM	633	R & R	79T	1
SSG	HAYCOCK	JEFFREY	594	PALADIN	13H	*
SSG	BUBAR	BRADLEY	566	PALADIN	13E	*

